

CHAPTER MANAGER

DEFINITION: Under general supervision, performs administrative tasks of moderate difficulty assisting elected officials and chapter members in planning and implementing local economic and community development projects; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Coordinates with elected officials and community members in planning, implementing and communicating development projects; plans, develops and administers the chapter's five management systems in accordance with the local governance act; researches, develops and implements the local governance initiatives, policies and procedures; interprets and provides training on the local governance act and ensures compliance.

Interprets policies relating to community projects, use of project funds, land issues and other chapter/community related matters; researches, coordinates, and conducts community needs assessments; prepares and monitors contract and grant applications, proposals and other pertinent documents; provides technical assistance on research and development of proposals, resolutions, contracts, correspondence, and other documents; represents the chapter in meetings; advocates on behalf of chapter members.

Plans, develops and administers chapter budget; supervises assigned staff and administers personnel management activities, drafts budget guidelines and justification, monitors expenditures; identifies funding sources and requirements; coordinates procurement and property management activities, ensures compliance with applicable policies and procedures; maintains and monitors records management systems; prepares reports, correspondence and presentations as required; serves as a liaison to tribal and non-tribal organizations; may serve on task forces and perform special assignments.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of modern principles and practices of public administration, administrative procedures and practices.

Knowledge of Navajo Nation, federal and state laws, regulations, and guidelines governing aspects of tribal operations relative to chapter responsibilities.

Knowledge of budget and reporting systems, program analysis and performance measures.

Knowledge of chapter operational activities, mission and client service requirements.

Skill in developing and analyzing program operating systems, procedures, controls, budgets and forecasts.

Skill in preparing and developing documents and reports, computer databases and spreadsheet files.

Skill in managing staff and complex internal relationships, providing advice and direction to subordinate staff.

Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves a minimum of physical effort primarily in an office setting with occasional work in the field or remote work sites.

THE NAVAJO NATION

Class Code: 3827
Community Education and Counseling Series
Community Services Group
Overtime Code: Exempt
Pay Grade: 64

CHAPTER MANAGER

MINIMUM QUALIFICATIONS:

- A Bachelor's degree in Public or Business Administration or closely related field; and two (2) year experience working with chapters in areas of community and economic development.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience in project management.
- Two (2) years of experience in the administration of contracts and sub-contracts.
- Proficient in Microsoft Office software or other computer applications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.